



Option #3 - SPECIAL EDUCATION FINANCIAL REPORTING SYSTEM (0-21) (SPEDFRS) RECORD LAYOUT FOR UPLOAD – SUPPLEMENTARY REPORT OF EXPENDITURES

Please note: If you choose to upload staff into the Supplementary Report of Expenditures in the Special Education Financial Reporting System (SPEDFRS), any data previously uploaded for the current year will be deleted.

Required Field	Column Name In Table	Data Type	Length	NOTES
*NDE Staff ID	NDE_STAFF_ID	Text	10	10 digits (xxxxxxxx) NDE Staff ID assigned through the NDE Staff ID system. All staff uploaded into the Supplementary Report must have an NDE STAFF ID number. An option is available to group staff type for “ Para Substitutes ” using “999999999” and “Bus Drivers” using “888888888”.
*Last Name	LASTNAME	Text	30	Staff last name
*First Name	FIRSTNAME	Text	30	Staff first name
Middle Initial	MI	Text	1	Staff middle initial
*Staff Type	STAFFTYPE	Text	1	1 digit code (refer to the following codes, split coded would require separate records by Age Group): 1 = Professional (<i>requires valid SPI-Code, Position Assignment</i>) 2 = Paraprofessional (<i>requires valid SPI-Code, Position Assignment-5162</i>) 3 = Clerical 4 = Substitute (not to include Teacher Substitute) 5 = Certified Sign Language Interpreters (<i>requires valid SPI-Code, Position Assignment</i>) 6 = Bus Driver 7 = Teacher Substitute (requires SPI-Code=0, Position Assignment-5190)
*Age Group		Text	1	1 digit code (refer to the following codes): (refer to the following codes): (if split coded, enter separate records, allows for multiple age group) 1 = Ages 0-2 2 = Ages 3-5 3 = Ages 5-21
*FTE	FTE	Text	4	FTE example (1, 0.5) (if multiple SPI Codes-Position Assignment would have separate FTE, combined not to exceed 1.0)
*SPI Code	SPI_CODE	Text	1	1 digit code (refer to the following NSSRS SPI Code) for Professional, Paraprofessional & Sign language interpreter 7 - SPED Early Childhood Federal-IDEA/State/Local S - SPED School Age-State/Local Funds I - SPED School Age Federal-IDEA
*Position Assignment	Position Assignment	Text	4	Four-digit code (refer to NSSRS Position Assignment (e.g., 1160))
*Salary	AMOUNT	Text	8	Dollar amount of claim. Salary only - DO NOT include benefits (No decimals or comma's - whole dollars only) (Salary Amount would be by Age Group, if multiple age groups, you will have separate records with the salary disaggregated by age group).
*Benefits	AMOUNT	Text	8	Dollar amount of claim. Benefits only - DO NOT include salary (No decimals or comma's - whole dollars only) (Benefit Amount would be by Age Group if multiple age groups, you will have separate records with the benefits disaggregated by age group).
*Supervision	SUPERVISION	Text	1	1 digit code (refer to the following codes): 1 = Supervisory (Professional, Clerical and Substitute) 2 = Non-Supervisory (Professional, Paraprofessional, Clerical, Substitute, Certified Sign Language and Bus Driver, Teacher Substitute)
License Number	LICNUM	Text	30	License number (if required) - optional

*Required fields for data submission. If a field is not required, it may be left blank.



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Files may be prepared in Excel and saved as a .csv file for the upload. To do this, please refer to the following instructions:	
Create or open your data file in Excel following the format above. Do not include columns titles or blank records. Each record should contain the following fields (cells) formatted appropriately. Make sure you format the cells, or you may have trouble with your exported .csv file.	
NDE_STAFF_ID = text LASTNAME = text FIRSTNAME = text MI = text STAFFTYPE = text AGE GROUP = text FTE = text SPI CODE = text POSITION ASSIGNMENT = text SALARY = text BENEFITS = text SUPERVISION = text LICNUM = text DO NOT include a header row on the .csv file	
1)	After your file is prepared.
2)	Select "FILE" on the top toolbar.
3)	Click "SAVE AS" from the "FILE" dropdown menu.
4)	Change the path where you would like to save the file.
5)	Change the name of the file.
6)	Change the "Save as type:" to: CSV(*.csv)
7)	Click "SAVE"
You may get a message that says "your file name" may contain features that are not compatible with .csv, etc. Just click "Yes". Close the file – do not save. (The file name cannot include space. It can be any name supported by Windows. The file extension should be ".csv")	
To see if your file saved in the correct format. Import the file into Excel. Here is the document link for importing into Excel - https://cdn.education.ne.gov/wp-content/uploads/2017/07/StepsForImportingFilesIntoExcel.pdf	
<ul style="list-style-type: none"> • For SPI CODE and Position Assignment see Student & Staff (NSSRS) • Follow the upload instructions in the Special Education Financial Reporting System (SPEDFRS) 	
Note: This information is provided for your convenience. NDE does not support the method you choose to export data from your data system to a .csv format. For further technical information and support, please contact your data support at your school district or Educational Service Unit.	